

Troop 1 Acton MA

Trip Preparation Checklist

For Adult Trip Leaders

Why A Checklist?

Although a scout trip in progress is a ballet of smooth execution and fully thought-out plans (we hope!), a lot of hard work goes into the planning to make the trip a success. A successful trip is a partnership between two individuals; the scout in charge, and the adult in overall charge of the trip. The purpose of this checklist is to provide you, the adult, with some useful information to help you help your scout make the trip a big success.

Trip Organization Overview

Every Troop 1 trip has an adult to lead it, and a “scout-in-charge”, and a “Trip Scoutmaster.”. The adult is responsible for overall organization of the trip. The scout-in-charge assists the adult and should be responsible for many of the activities on the trip. The “Trip Scoutmaster” may be the same person as the adult leader, and is responsible for any “go/no-go” decisions.

The adult takes care of the details which no scout should be expected to master. These include arranging for adequate adult participation on the trip, getting drivers to and from the event, filing BSA Tour Permits, and making sure that troop medical forms accompany the trip.

- Trips for the year are planned conceptually at the annual planning meeting. Then, at Greenbars, the trip specifics can be planned. A senior scout (not necessarily on the Greenbar) agrees to lead the trip, and the process begins.
- The Troop Activities Chairman coordinates with the Greenbar so that the adult and scout know who they are working with
- Approximately 4 weeks before the trip, the adult produces a permission form identifying the trip, the start and end times, and approximate cost. They are distributed via the troop newsletter with a return deadline (usually) two weeks in advance of the actual trip date. The scout in charge may also hand these out at a troop meeting [a MS Word, editable copy of the permission form can be found on the Private area of the Web site].
- Once forms begin coming in, the adult leader for the trip begins lining up drivers based on information on the permission slips. Often we have a mix of parents who are both driving and participating, and those who are driving one way or the other. Encourage parents who have not participated in other events to get involved.
- Throughout this process you need to keep in touch with your scout trip leader to make sure that crucial details don't get lost in the daily grind.
- The trip departs and the fun starts.

Detail Checklist

What	Who	When	Notes
Before the trip:			
Decide on the trip to be taken.	Greenbar	Annual planning mtg. Review 2 – 4 months before the trip.	Pick a date, place, activity. Consider date conflicts and whether adult leadership is likely to be available.
Obtain any necessary permits	Adult,	1 – 2 Months before the trip.	This may involve fire permits, camping reservations in places like parts of the White Mountains or State Parks.
Decide on approximate cost, special requirements (skills, age, gear)	Adult, Scout	1 - 2 Months before the trip.	Usually \$20 for a 2-day, 1-night trip. Expect to return some money.
Send permission form out in the newsletter	Adult	4 weeks before the trip	See the sample sign-up sheet with this section. Mandatory information: <ol style="list-style-type: none"> 1. Short trip description. 2. Cost of the trip 3. Where the trip is going 4. Departure date/time. 5. Departure location. 6. Return date/time. 7. Special gear or skill requirements. 8. Deadline for sign-up.
Determine which adults are attending, and which are drivers.	Adult	2 - 4 weeks before the trip.	All drivers must have insurance, and there must be a seat belt for every rider. Allow room for gear. BSA requires a minimum of 2 adults to lead a trip. Plan on 2 plus one additional for every 10-12 scouts over 12. Figure on 3.5 scouts per driver.
Get a Tour Permit, and fill it out properly. If you have questions, see the Trip Scoutmaster or another experienced leader.	Adult	2 - 4 weeks before the trip.	See the sample permit with this section. Make sure you have filled in all the information, and obtained a Committee Member's signature.
Take or fax the tour permit to Council so they can process it.	Adult	2 weeks before the trip	Council fax: (978) 534 – 4618
Patrols work out menus and gear requirements.	Scout, Patrol Leaders	2 weeks before the trip at a Patrol Corner.	This must be done after forms are in. Patrol leaders are responsible for planning food, gear required, and general tenting arrangements.
Review menus and gear requirements for completeness and appropriateness.	Adult in charge	Between Patrol Corners and shopping/ gear	This validates that the Patrols have made reasonable plans.

Trip Preparation Checklist

What	Who	When	Notes
		requisition	
Reconfirm all adult transportation and participation.	Adult	1 week before the trip.	Avoid surprises just before the trip.
Patrols notify Quartermaster of gear necessary for the trip.	Scout, Patrol Leaders	2 weeks before the trip	This must be done in time for the Quartermaster to get the gear ready to pick up. Most gear is in the patrol boxes already.
Scout in charge prepare duty rosters or ensure that Patrols have same.	Scout	Week before the trip	
Quartermaster signs gear out to the Patrol Leaders for distribution to Patrol members.	Quartermaster	Meeting before the trip, or at quartermaster's house.	No gear will be distributed without being signed out to an individual.
Conduct Trip Shakedown and Pack-up.	Adult, Scout, and/or senior scouts	Meeting before the trip, or at separate shakedown	At adult's discretion. Recommended strongly for winter camping, new scouts, etc.
During the trip:			
Assign scouts and gear to cars	Adult	Week before trip	Do in advance; it greatly speeds up departure.
Ensure that every scout on the trip is accounted for	Adult	At departure and <i>every</i> way point.	Don't laugh, scouts do get left behind.
Arrange to have responsible adults and scouts distributed among less experienced trip members.	Adult		This is particularly important if the group will be spread out over a distance.
Oversee timely and appropriate camp set-up and breakdown.	Adult, Scout		
Organize policing of the campsite or other areas as appropriate.	Adult, Scout		Leave the camping area better than it was before.
After the Trip:			
Reconcile expenses: collect receipts and distribute money not spent	Adult	Within 2 weeks	Food money is reimbursed in full. Gas is assisted at \$5-10 per driver. Any other remaining money is distributed evenly to scouts.
Provide trip summary to Denis LeBlanc & Gib Metcalf	Adult	Within 2 weeks	Denis has a history of all Troop 1 trips over the last several years. Good for future planning. Include: who attended,

Trip Preparation Checklist

What	Who	When	Notes
Provide a trip summary for the newsletter	Scout	Within 2 weeks	miles hiked, nights camped. Keeps the troop up to date and let's everyone know how much fun the trip was.
Return all equipment to the Quartermaster	Everyone on the trip	Within 2 meetings after the trip	

Summary of Responsibilities

Who	What
Adult Planner	<ul style="list-style-type: none"> Plans and organizes overall trip Responsible for all forms, permits, money, drivers
Scout-in-charge	<ul style="list-style-type: none"> Trip summary for records Assists adult planner as appropriate for trip May include assisting patrols with palnning meals Planning for specific trip activities
Trip Scoutmaster	<ul style="list-style-type: none"> Trip summary for newsletter May be the same person as adult planner Should be Scoutmaster, Assistant Scoutmaster, or Member of Committee Responsible for any go/no-go decisions or other significant issues that may arise on the trip

Standard Equipment Lists

Equipment will vary from trip to trip, and the adult in charge is responsible for specifying any trip-specific equipment on the permission slip. An example might be boots with removable liners for some winter trips. Bicycling trips require helmets, etc. Plan to announce any special equipment as early as possible.

Must have on all trips (adult brings)

- First Aid Kit
- Medical Forms
- Permission Forms
- Copy of permit

Winter Equipment List

You must have the following equipment in order to be properly equipped for a cold-weather campout. The number of items listed below is a suggested minimum. The amounts specified are including what you will wear the first day.

Winter camping is both safe and fun IF you are properly prepared.

Outerwear:

- Hat, 2 fleecy, covers the ears
- Mittens, 2 pair, fleece or wool (or gloves, 2 pair Warm, with liners if possible)
- Jacket – two layers with water resistant outer layer
- Boots, removable inner lining (“Sorels”. Less expensive versions available at Kmart, Walmart, etc.)
- Snow pants

Innerwear:

- Long underwear
- Shirts, 2 or 3
- Socks, 3 pair heavy, not cotton
- Liner socks, 2 or 3 pair
- Trousers, 2 pair if not cotton, 3 if cotton

Recommended:

- Fleece jacket/pullover or sweater
- Neck warmer
- Turtle neck

Supporting Gear

- Flashlight or headlamp
- Water bottles (and water) 2 liters

Trip Preparation Checklist

- Sleeping bag – winter weight or extra layers/blankets (a sleeping bag liner or cover will add 5-10 degrees of comfort to a bag)
- Foam sleeping pad
- Groundcloth, waterproof
- Cup, Bowl, Spoon
- Extra batteries
- High energy snacks: chocolate bars, granola bars, GORP, hard cheese, etc.

Optional Items

- Camera
- Small Snow Shovel (for snow camping if you want to make a snow cave or igloo)

Summer Equipment List

Outer Wear

- Hat (baseball type)
- Gloves (work gloves)
- Jacket, fleece or windbreaker
- Rain gear
- Boots, waterproof hiking boots

Inner Wear

- Underwear, at least 1 pr.
- T-Shirts, 2
- Socks, 2 pair wool or synthetic hiking socks, not cotton
- Liner socks, same number as socks
- Trousers, 1
- Shorts, 1

Optional Clothing

- Fleece jacket/pullover

Supporting Gear

- Flashlight
- Water, 2 liters
- Sleeping bag, summer weight if possible, one with sheets
- Mattress pad
- Ground Cloth, Waterproof
- Mess kit with cup
- Extra batteries for your flashlight
- High energy snacks: granola bars, “gorp”, hard cheese & chocolate(if it can be kept cool) , etc.
- Bug repellent
- Sunscreen

Troop 1 October 2000 Trip

Camping Overnight

[FORM DUE NO LATER THAN WED. OCT 4 TO TOM SMITH]

- What** Overnight camping trip to Mt. Greylock (western MA); day hike
- When** Sat-Sun Oct 14-15, 2000.
Meet at St. Matthew's on Sat. at 6:00 a.m. - We will depart Acton promptly at 6:30 a.m., returning mid-afternoon Sunday.
- Cost** \$20 per Scout. Payment to Tom Smith in cash, checks (made out to Tom Smith), or pre-approved SIP funds.
- Other info**
- This is an overnight with day hike on Mt. Greylock.
 - Everything will go in our packs.
 - The trip is suitable for all scouts. Activities will be available for different levels.
 - It will be cold at night, and it certainly may rain. Warm clothes and rain gear are mandatory.
 - Eat at home before leaving Saturday morning. Bag lunch suitable for hiking. Patrols will plan Saturday dinner and Sunday breakfast

Every Scout needs this equipment for the trip. More complete lists are available from Bob Smith, Steve Smith, or Denis Smith.

<ul style="list-style-type: none"> • Backpack suitable for overnight trip. • Warm sleeping bag. Rating of 20°F., or two layers, blankets, etc. No summer or cotton bags. • Foam sleeping pad. • Ground sheet to put under the tent floor. • Warm jacket. • One pair gloves • Hat (woolly or fleece). • Matches. • Plate, cup, spoon. Water bottles (2 1-liter bottles). 	<ul style="list-style-type: none"> • Boots and socks for day hike. • Long underwear (recommended). • Raingear. Rain happens. • Synthetic or wool pants and shirts if possible. Cotton stays wet, and is colder. • Extra socks. • Flashlight with extra batteries. • Extra snacks, if desired. • Compass and whistle (optional). • Scout Handbook (Scout-1st Class)
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October 2000 Overnight Permission Form

(SUBMIT THIS HALF OF PAGE WITH PAYMENT BY 10/4/00. KEEP LEFT SIDE)

What: Camp overnight, hike Mt. Greylock (Western MA)

When: _____ Sat-Sun, Oct. 14-15, 2000.

Meet at St. Matthew's on Sat. 6:00 a.m. - We will depart Acton promptly at 6:30 a.m. returning mid-afternoon Sunday.

Cost: \$20 per Scout. Payment to Tom Smith in cash, check (made payable to Tom Smith), or pre-approved SIP funds.

Parental Permission for Scout Participation:

_____ has my permission to attend this activity.

Emergency Contact: _____ Phone: _____

I have read all the above information and a current **SCOUT MEDICAL FORM** is on record with the troop leadership.

Scout medications: (Attach separate page if required)

Medication/Dosage	When/How to take	Received (SM use)

Parent/guardian signature _____

Parental Participation and Driver Information:

- I can attend the entire activity and be a driver
 - I can attend the entire activity.
 - I can attend part of the activity or drive one way.
- Driver's name: _____ Driver Lic. No. _____

Make/Model/yr: _____

of passengers (Incl. Driver): _____

Form Received: _____ Receipt #: _____

Payment received Cash Check SIP Date Recvd. _____

Food for Camping

General Guidelines

1. All food should be packable.
2. All water used in cooking should be consumed, i.e., spaghetti (in which you pour off the cooking water) is not a good choice. A one-pot meal of hamburger and macaroni (cooked in the sauce with added water) would be good.
3. Fewer pots are better. A one-pot meal is ideal.
4. You don't need many utensils – one wooden spoon is often all you need.
5. Check out your stove and other kitchen gear before you leave. You don't want to find out your stove doesn't work after you arrive in the woods.
6. Plan to bring two stoves. One is for hot water (for drinks), the other for dinner and backup.
7. Meals should provide plenty of carbohydrates and protein. Some fat is fine, especially in the winter, but take care to balance it.
8. Freeze-dried foods are light in weight but can be very expensive. Home-packaged items can be equally light. Use ziploc bags to package individual portions and eliminate heavy packaging.
9. Anything that can be should be mixed at home. Examples might include biscuit mix or spices for a stew. These can also be put into ziplocs. Write cooking instructions on the bag in magic marker.
10. Meals should be appropriate for the cooking method you will use, i.e., open fire, reflector oven, camp stove, etc.
11. If it's really cold out, and you have the room to carry a thermos, pack hot tea or hot jello for lunch. It will warm you up while you make the rest of the lunch.
12. Meals should be easy to clean up.
13. Pack a few spices. Salt and pepper, and even oregano, parsley, or seasoned salt can make a meal much tastier.
14. Plan to have hot drinks before your meal in cold weather. Good candidates: Cup 'o Noodle soup, Miso soup, tea, spiced cider packets, or hot Jello.

Some Suggested Meals

Breakfast

1. Tang

Oatmeal, brown sugar (if you make a pot of oatmeal, add dried fruit; it's really good)

Hot chocolate

2. Stewed apricots

Scrambled eggs

Fried ham

Bagels

Tang or hot chocolate

3. Apples or applesauce

Hash brown potatoes (especially if you used potatoes the night before and make extra)

Eggs (optional)

4. Tang or fruit

Omelets in a bag (ziploc bags with eggs, onions, peppers, ham, or your choice, boiled in water)

Cereal

5. Other ideas

Bagels and cream cheese or jelly

Oatmeal, cream of wheat, grits – add raisins, dried apricots, dried cranberries, etc.

Lunch

1. Pepperoni, cheese (hard cheese, such as cheddar), and crackers (Ritz or similar)
Apples or other fruit
Water or juice or Kool-Aid
2. Pita bread sandwiches with cold cuts (Pita bread holds up better than bread or rolls, and takes very little space to pack)
Fruit
Water or juice or Kool-Aid
3. Pita bread with hummus (lots of varieties to choose from)
Carrot sticks
Cookies or fruit
Water or juice
4. If you have time and a water supply, soup is great. Lots of dried soups available. Make sure you take one that cooks quickly (5-10 minutes).

Dinner

1. Chicken and rice (boil-in bag rice and canned chicken, with or without vegetables)

Dessert: Fig newtons or other newtons; fruit; cookies; Jell-O instant Cheesecake (try making it in a Frisbee); etc.

Drinks: Tea, Kool-Aid, Water, Hot Chocolate

2. Tuna noodle casserole (canned tuna, macaroni, cream of mushroom soup)
3. Macaroni and cheese (macaroni, Campbell's cheese soup)-not good for backpacking, since it wastes water
4. Foil packs (beef, onion, potatoes, carrots) – cut everything small and make sure you have coals, not flames

Dessert

Drinks

5. Rice and lentil stews - see Mr. Blizzard
6. Beef stew (pre-cook your beef, refrigerate/freeze and pack)

The following are examples of what you can do when you start with prepackaged flavored rice, couscous, etc. Look for the kind that doesn't take more than 10-15 minutes.

7. Couscous with chicken, apples, and onion (precook chicken at home)
8. Spanish rice with hotdogs
9. Red beans and rice (packet) with added sausage, peppers, onions

Recipe Sources

There are lots of good books on backpacking meals. One of the best I've found is **The Well-Fed Backpacker**, by **June Fleming**. It is \$10 and well worth the price. It emphasizes one-pot meals, using common foods found in the grocery store (no need to buy expensive freeze-dried meals), and using your imagination.

A one-pot meal combines:

- Meat or meat substitute: pre-cooked mean, canned meat, canned fish, dried salami, textured vegetable protein, etc.
- Pasta/Grain: rice, thin spaghetti, alphabet pasta, couscous, ramen noodles, rice threads, etc.
- Vegetables: carrots, onions, potatoes, frozen peas, freeze-dried veg, etc.
- Sauce: (many available in foil packets) tomato, cheese, stroganoff, teriyaki, gravy mix, miso
- Seasonings: salt, pepper, herbs, chili powder, onion salt, garlic salt, bouillon
- Toppings: nuts, coconut, cheese, wheat germ, dried fruit

A few one-pot meals:

- Couscous, precooked hamburger, sloppy joe mix, grated cheese
- Quick rice, tuna, frozen peas, curry sauce mix, flaked coconut
- Quick rice, canned or pre-cooked chicken, cream of chicken soup mix, dried onion, shredded cheese
- Noodles or ramen, sausage or hotdogs, dried or fresh celery and onion, tomato soup mix
- Rice, chicken, sweet and sour sauce mix, dried pineapple bits, cashews
- Small pasta, soup mix, ham, peas or lentils
- Quick brown rice, dried onion, dried or shredded carrot, dried parsley, beef bouillon, shredded cheese (can also add some TVP)